

**Virginia Workforce Council  
Lewis Ginter Botanical Gardens  
Richmond, Virginia  
March 27, 2003  
Minutes**

I. Call to Order – Chair Michael A. Daniels

Chair Daniels called the meeting to order at 10:15 a.m. The public comment period to come later was announced. Council members introduced themselves.

Chair Daniels congratulated Secretary Wheelan for being selected as one of ten African Americans who were honored with a 2003 Strong Men and Women Award. Sponsored by Dominion, the awards were bestowed on those whose leadership, vision, public service and ability to communicate make them outstanding role models. Chair Daniels also congratulated Marge Connelly for being selected as one of ten women to receive the Richmond YWCA Outstanding Woman of 2003 Award on May 2, 2003. Ms. Connelly will receive the award for the business category. Winners are based on their community involvement, leadership and commitment to equality and racial harmony.

II. Roll Call – Members Present

Michael A. Daniels, Chair	George E. Hunnicutt, Jr.
Marjorie M. Connelly, Vice Chair	Hugh Keogh
Andrew Jay Behr	Daniel LeBlanc
Cordell Briggs	Charlie E. Mills III
Delegate Kathy J. Byron	Robert H. Meyers
John Cannon	Phyllis Palmiero
G. Trigg Copenhaver	Allen Phibbs
Dr. Glen DuBois	Dr. Rebecca Rice
Dolores Esser	Secretary Michael J. Schewel
Aisha Johnson-Fallen	Richard Settle
C. Michael Ferraro	Mark Singer
Richard A. Gonzalez	James Underwood
Irvine B. Hill	Brett Vassey
Delegate Clarke N. Hogan	Andrea Wooten

III. Approval of the Minutes – Chair Daniels

The minutes of the October 1, 2002 meeting were approved.

Chair Daniels asked for approval of the support letter for the Virginia One Stop Accessibility Project for the disabled. Moved, seconded and approved.

IV. Governor Mark R. Warner

Governor's Award for Best Practices in Workforce Development

Chair Daniels introduced the Governor. Governor Warner presented the "Governor's Award for Best Practices in Workforce Development" for PY 2000 to the Shenandoah Valley Workforce Investment Board (WIB). The WIB Chair, G. Trigg Copenhaver, and WIB Director, Bob

Satterwhite, accepted the award and letter of congratulations. The Shenandoah WIB was chosen for its achievements, including extensive use of customer input to link the Virginia Workforce Network, business plans for the needs of employers and job seekers, the use of multimedia approaches to educate the community about the local workforce system and effective communication procedures among the partner agencies. The Governor remarked that the WIB serves as an example for other WIBs to model and to promote healthy competition for continuous improvement and best practices.

#### Governor's Workforce Development Agenda

The Governor's goal is for Virginia to have the best-trained, best-prepared workforce in Virginia for the 21<sup>st</sup> century economy of any state in the country, by giving people and local economies a real competitive advantage. The Virginia Workforce Council has a critical role in achieving this agenda. The Council's 2002 Strategic Plan has been one of the Governor and Secretary Schewel's guiding posts in developing the economic development plan. The Council's continued advice is encouraged and the key is a coordinated statewide workforce development system. This system should be closely tied to the needs of employers, employees and the demands of the economy.

There are three specific areas of focus regarding workforce initiatives. First is organization. HB 2075, sponsored by Delegate Hogan, strengthens the role and responsibility of the Council. The bill also changes the role of the WIBs. WIBs will be required to look beyond the Workforce Investment Act (WIA) to truly become the real focus for coordinated delivery of workforce services in their respective regions. Also underway is a nationwide search for a Statewide Coordinator for Workforce Development to be the single senior level person in the administration in charge of workforce training and development. To continue these reforms, an Executive Order will be issued to move forward on the local front as well. State agencies will be directed to work together in developing clear concrete plans, provide funding and enter into true partnerships for Virginia's one stop system. The one stop model will be redefined more in line with the Coordinated Economic Relief Centers (CERCs), which brings all public and private workforce and related services under one roof. This will also include a common case management system to ensure a common level of accountability in measuring success.

The second set of reform initiatives is targeted workforce development assistance to Virginia businesses to assist them in developing a pipeline of skilled workers. This set of reforms will initiate industry-focused efforts to build a needed pipeline of workers, industry-by-industry and region-by-region. In the past, workforce development efforts have created pools of workers that either did not match the specific needs of the region or workers were trained for yesterday's jobs. The focus of matching regional needs and a pipeline of skilled workers needs considerable work.

The third set of reforms will provide innovative support for Virginians who face barriers to better jobs and higher levels of employment. The workforce system in Virginia must be designed to bring all Virginians into the mainstream economy with the skills that will allow them to have a meaningful job and a permanent job. Statistics indicate that low skills jobs in the economy have gone from 60% in the 1950s to 35% in the 1980s to 10% at the beginning of the 21<sup>st</sup> century, down to less than 5% of the jobs that will be created in America by the year 2010. Unless this is recognized and unless it is recognized that everyone regardless of whether they attend a 4-year college or not, must have a skill, then Virginia will not be truly competitive in the 21<sup>st</sup> century economy.

These areas of reform will take a couple of different areas of focus. One is the heresy among education circles that a 4-year college degree may not be and probably isn't the right choice for every student in the Commonwealth. There must be a new and renewed focus on career, technical and vocational education much earlier in the K-12 process. This career track cannot have the effect of second-class education. The mindset of school counselors and parents must be changed as early as the middle school years. Another focus is on those individuals who did not finish high school. A new concept called the "Middle College" within the Community College System will be piloted at two sites, one at Southside Virginia Community College in Keysville and J. Sargeant Reynolds Community College in Richmond. The focus will be on individuals ages 18-25 to assist them in obtaining their GED. Additionally, the hope is that this environment will motivate students to see the value of getting advanced career or technical training.

#### Ceremonial Signing of HB 2075

Chair Daniels, Vice Chair Marjorie Connelly, Secretary Michael Schewel and Delegates Kathy Byron, Clarke Hogan and Dwight Jones were invited to join the Governor at the table for the ceremonial signing of HB 2075, the reform legislation for the Council passed by the 2003 General Assembly.

#### V. Public Comment – Chair Daniels

Denise Wiggins, Director for Career and Technical Education for Norfolk Public Schools and Senior Director for the Norfolk Skills Centers spoke to the Council regarding continued support for Skill Centers. The Norfolk Skill Center is a regional multi-occupational training facility serving the cities of Norfolk, Chesapeake, Virginia Beach, Franklin and Suffolk and the Counties of Isle of Wight and Southampton. The center's success is measured by the Department of Labor's performance measures for placement, credentials and employer satisfaction. For the fiscal year ending June 30, 2002, the center had a placement rate of 93%, 80% after six months of employment on the job, and an 80% credential rate. For the period ending July through February of this year, the center has enrolled 76% of its projected enrollments with four months remaining. Fifty-seven persons have completed and 51 of those have been placed. And at this point 67% have received credentials. Credentials are a GED or a Certificate of Completion.

The goals of the center are to prepare unskilled persons 18 years and older to enter into the labor force, to train those persons and to place them into unsubsidized employment. Six programs are currently operating at the Center: Computer Information Technology; ASC Certified Auto Technicians and ASC Certified Auto Body and Collision Programs; Commercial and Residential Maintenance; Combination Welding and Brick Masonry. The center serves approximately 200 students a year, a combination of youth and special population adults. These are the adults that are hard to serve and need assistance in training. The programs range in length from 14 weeks to 40 weeks. The center provides individualized instruction, job placement assistance, personal and career counseling, and academic instruction via completion of a GED. Local support is provided to the center through Norfolk Public Schools, which provides a Senior Director and Instructional Support Personnel.

#### VI. Committee Reports – Chair Daniels

##### Workforce and Economic Development Committee – Chair Hugh Keogh –

The Committee has one policy for the Council's consideration, which is the Existing Workforce Strategy Policy, that provides for incumbent worker training and lay-off aversion strategies. This issue is of particular importance to the State Chamber and the Virginia

Manufacturing Association, whose constituency is the existing labor force and companies, which are already here. Gail Robinson summarized the major components of the policy. The basic principles articulated in the policy are: provision of new career opportunities for incumbent workers; retention of jobs that might otherwise have been eliminated; retention of existing personnel who might otherwise leave companies; increase in wages for existing workers; and overall enhancement of local and regional economies.

In the Governor's press release on January 31, 2003 at the HON Company in Chester, the Governor referenced the Council's work on this issue and that this represents a means of leveraging federal and state funds. The Department of Business Assistance (DBA) will administer the policy using its state funds and recaptured WIA funds. The Committee is requesting that the policy be approved retroactive to January 1, 2003 to accommodate the Governor's incumbent worker initiatives and to address the time limitation on the WIA recaptured funds (these funds are available for expenditure through June 30, 2003). Additionally, the Committee has begun to explore incumbent worker training and adult skill needs in Virginia in the broader scheme and is looking at how other states are addressing this challenge, which goes beyond the scope of the traditional approach to incumbent worker training. The challenge will also be sufficient funding to have a meaningful impact.

A question was raised about the reference in the policy to local WIBs assisting in the communication about the program to local employers. DBA expects that Project Managers will meet with each WIB to explain the process. DBA representative, Preston Wilhelm, will explain the application process and how WIBs are expected to be involved at the Council June meeting.

Chair Keogh added that the incumbent worker provisions of the policy places emphasis on companies with 100 employees or less. The Committee is also aware that the greater impact on layoff aversion will be large companies. There was a motion to approve the policy as presented. The motion was properly seconded and approved.

A question was raised about demand planning. Since the revised Council statute requires the WIBs to do demand planning, the Council should discuss how the WIBs will pay for this and what is expected at its next meeting. Ms. Robinson commented that the Workforce and Economic Development Committee has begun discussions on demand planning and information from other states is being gathered. More substantial information will be available by the June meeting.

#### WIA, Coordinated Planning and the Hard To Employ Committee – Chair Daniel LeBlanc

The Committee has three policies for the Council's consideration. Once approved, these policies will replace WIA Policy Number 00-6, the Universal Access, Adult Eligibility and Priority of Services Policy. The intent is to provide more clarity regarding these issues. Caprichia Thurston summarized each of the three policies.

Ms. Thurston referred to the first policy, The Work First Policy, Number 03-01. This policy neither mandates nor fosters a state requirement regarding work first. The policy acknowledges and encourages local discretion in improving customer flow and service delivery, while guiding these local decisions with legislative interpretation. The work first principle may not be used to require an individual to accept the first available job without careful analysis of its outcomes for each individual participant. The purpose of this policy is to clarify Virginia's application of the work first principle, regarding customer flow and service delivery. Additionally, there was a

public comment period for all of these policies. A motion was made to approve the policy. The motion was seconded and approved.

The second policy is the Core Services Policy, Number 03-02. This policy neither mandates nor fosters a state requirement regarding core services. The policy acknowledges and encourages local discretion in improving customer flow. The policy clarifies the “point of registration” for WIA participants and further defines staff assisted core services.

Mr. Hunnicutt raised a point of information and concern about the policy. The policy as presently written may impose, and some one-stop operators have expressed the opinion, it will impose a greater burden on them than the current technology, staff and funding levels allow. Once the MACC System is fully implemented, this policy can be complied with. In a discussion this morning with Mr. Willie Blanton, he seems to think that this could be dealt with by administrative interpretation, but the point is being raised because that point has been raised by local one-stop operators. Mr. Hunnicutt would hate to see the Council adopt a policy that cannot be complied with. The implications for poor performance are obvious.

Chair LeBlanc indicated that in a discussion with Mr. Blanton and Mr. Hunnicutt at one of the breaks, it was felt that the best thing is to move forward with the policy as written with the proviso that the Committee will adjust the language between now and the next council meeting. The Committee will meet in May. That allows Mr. Hunnicutt to get his and others’ concerns before the Committee and for the Committee to offer an amendment at the June Council meeting. There was a motion to approve the policy as written with the proviso that the Council would be tolerant of some amendments at its next meeting. The motion was seconded and approved.

Mr. Ferraro asked for a point of clarification and discussion ensued about the universal registration of anyone who comes into a One Stop Center. Mr. Ferraro’s concern was about customers who don’t need services beyond core services and are therefore, not registered. In WIB 11 (Northern Virginia), every individual who comes in the door is tracked through manual sign-in. If 30,000 people visit the One Stop Centers in a month’s period and only 300 are served, that is valuable information for WIB members to know.

The policy articulates that everyone who walks in a One Stop will have access to core services. If an individual comes in and needs more than core services, that is the point of registration. For purposes of determining and measuring outcomes, that is when registration occurs, i.e., for intensive services.

This issue surfaced in the recent Continuous Improvement and Evaluation Committee meeting, because the Committee is developing criteria to measure the effectiveness and efficiency of WIB performance and services delivered by the One Stop Centers. The Committee feels similarly. By not counting those who come in for self-services, a portion of the outcomes is being missed that could be measured at some point. The Committee is interested in moving in this direction.

The issue of privacy was also raised in regard to gathering more information and requiring more information to access services. This should be a part of further discussions on this policy. As approved by the previous motion, the WIA Committee will take these comments into consideration between now and the next Council meeting and report back to the Council.

The third policy is the Declaration of Funding and Priority of Services for Adults, Policy #03-03. This policy outlines the process for making a funding declaration of whether funds in a local area are limited or not, and prioritizing services delivered to adults in the local area. The state developed the process criteria for making a funding declaration. However, the information presents federal mandates that are expressed in the WIA and federal guidance. The policy clarifies that if WIB funds are limited, the WIB can adjust its priority to include all the populations that it wants to serve, as long as low-income participants receive the top priority. A part of this policy is an overall attempt to make the system more flexible to reflect varying local needs. A motion was made to approve the policy. The motion was seconded and approved.

#### Continuous Improvement and Evaluation Committee – Vice Chair Allen Phibbs

The Committee has one recommendation for the Council to act on today, which is the request for \$600,000 for the funding amount for the WIB Incentive Awards for Program Year 2001. Mr. Blanton explained the incentive fund award process and criteria and that funding amounts must be requested each year. The application period for this time frame has begun. The Governor's 10% WIA allocation would be the source of the funds.

Secretary Schewel reiterated that the recommendation must be approved by the Governor and \$600,000 may not be realistic this year for a number of reasons. The main reason is the state does not know the WIA allocation for next year because Congress has not passed the Appropriations Act and a House Committee is marking up the WIA reauthorization bill this week. It's very hard to determine how much WIA money Virginia will receive. In light of competing demands, such as the Incumbent Worker Program and the Governor's workforce reform agenda, which were discussed earlier, \$600,000 for Incentive Awards may not be a reality this year.

Vice Chair Phibbs indicated that the Committee understands the Governor's discretion, in this regard. The reason for the recommendation is to determine the amount that will be available in order to make the awards. A motion was made that the funding request be submitted to the Governor's office for \$600,000 for incentive funds for program year 2001. The motion was seconded and approved.

#### Career Training and Education Committee – Chair C. Michael Ferraro

In the Council's Strategic Plan for Goal #6, the Committee is recommending a two-pronged approach, i.e., a set of credentialing that would work across industry clusters and within industry clusters. The Committee will present the recommendation in June. The Committee is examining what Michigan and Kentucky have done using the ACT system as a work readiness certificate and is working with the National Skill Standards Board to work within industry clusters. The Committee is also responsible for forecasting training requirements and that is in process. Currently the staff is working on an assessment of the skills required for high demand occupations throughout the Commonwealth and that information will be shared with the Council.

The Middle College program addresses Strategic Goal #4. The Committee will investigate how the Middle College Program can be augmented with other stakeholders who might be supportive of that type of initiative. The Committee will also monitor the performance of the WIB Youth Councils and offer coaching based on need. The Committee has developed seven measurable criteria that are listed on page two and three of the handout. The Committee is also monitoring the WIA reauthorization of the Youth Councils.

The Committee has one decision before the Council today regarding revisions to action items in the Council's Strategic Plan. Katherine DeRosear summarized the Decision Brief for Council approval for the language and timeline changes to Goals # 4 and 6. The timeline changes for both Goals are as indicated on the Decision Brief. All Committees have made modifications to the timelines for action items. The proposed language definitions for Goal #4 clarify the following: "recover" in the Goal Statement applies to those youth ages 16-25 who have not graduated from high school and are not in receipt of a GED; in action item four, "remediation" means sharing best practice, offering individual assistance and creating youth council networking opportunities; and "examine the feasibility of using unused funds for business creation" will be to research the opportunity of using recaptured WIA youth funds for programs and initiatives of the Governor that support business development.

For Goal #6, the Committee's recommendation rewords all three action items as follows:

1. Research, recommend and establish basic credentials for a statewide system. a. Study Michigan model and states contiguous to VA b. Document best practices in VA (WF1, MED) c. Target Special populations
2. Promote a consistent approach to skills credentialing (Work Keys or other assessment tool to be determined)
3. Develop strategies for implementation of consistent approach <b>Deleted language regarding retired and non-traditional educators</b>

A motion was made to approve the Committee's recommendations. The motion was seconded and approved.

#### Workforce Leadership and Partnership Committee, Chair G. Trigg Copenhaver

The Committee has two recommendations to bring before the Council today. Katherine DeRosear summarized the Decision Brief, in this regard. The Strategic Plan directs the Committee to develop the means to track the progress in the Plan. The Committee recommends that the Council committees use the Council Committee portal to track progress on all objectives and develop performance metrics for assigned goals using the following criteria: quality, cost and delivery. The Committee recommends the following definitions for the three criteria: quality requires both qualitative and quantitative data to demonstrate that the needs of the customer are being met; cost requires each action item to be scrutinized in relation to getting the best bang for the buck with a commitment to non-duplication of services and collaboration among system partners; and delivery requires that each action item have a timeline and provide access to services that meet the needs of the customer. The Committees would also develop performance metrics for each of the action items assigned in the Council's 2002 Strategic Plan at its next meeting.

Two Committees are currently using the portal. One of the previous concerns was use of this tool might be a conflict with the Virginia Freedom of Information Act. The Attorney General's office has informed staff that there is no conflict with the Freedom of Information Act as long as the portal is not used for public meetings and decisions. Debbie Revely did a presentation on the portal. The portal can be accessed at the Council's home page at: <http://www.vaworkforcecouncil.com>. The purpose of this portal is to share information and to provide information for meetings. It is more of a worksite for committee and Council members.

The important feature is the announcements and tasks. This is a way to track the progress of the tasks that Committees are working on. In the announcements section, the Committee meetings, agenda and attendant documents are posted. Committee members can download the information as needed. A recently added feature is the Local Workforce Investment Board (WIB) meeting page. Information on any WIB Board meeting is posted with contact information. The general public can access the site, but in order to post any information you must have a user ID and password. Committee members that have not done so yet are urged to send Debbie Revely an email to obtain a user ID and password. Training can also be provided.

A question was raised about consistency among the Committees with regard to performance metrics and a baseline Council approach to the development of metrics. The Committee recognizes that each Committee has a different responsibility and a different charge with different outcomes. It is unreasonable to expect that each Committee would establish the same metrics for the measurement of success. Committee members and staff have expertise in this area and will be able to develop guidelines for use by the Committees. There is work to be done on exactly what those metrics are, but the Committee would like to see them follow quality, cost and delivery.

Another question was raised that since Council members are the customers of the portal, is it necessary to require Committee members to use it. The question was how much less value would be created if use of the portal were recommended versus required?

The Committee has no problem with that, in that required sounds pretty harsh. At the same time, uniformity in approach would be helpful. A motion was made that Council Committees be required to use the committee portal to track progress on objectives assigned to each of their committees and to develop performance metrics consistent with the three criteria identified in TQM principles. The motion was seconded. Further discussion amended the motion to indicate that it is recommended that Council members use the committee portal. The amendment was accepted and the motion passed.

Chair Copenhaver mentioned two additional items. The Committee is hosting a leadership retreat in Charlottesville on June 8-10, 2003. Lieutenant Governor Kane has been invited to be the keynote speaker but that is not confirmed. Invitations will be mailed to Council members. Chair Daniels mentioned earlier the June 4-5, 2003 strategic planning session that will be held in Alexandria. The Committee is developing that process.

VII. Applying CEA Works to Virginia's Economic Strategies – Dr. Christine Chmura, President & Chief Economist, Chmura Economics and Analytics

Dr. Chmura's company, Chmura Economics and Analytics (CEA), works mainly in the economic development and economic forecasting area. Dr. Chmura presented information on bridging a digital divide in workforce community audits. The Council's vision in terms of the workforce being actively engaged in lifelong learning calls for a new workforce development system that's looking ahead. At the Virginia Economic Development Partnership, which is seen as the flip side to workforce development, there are similar goals. The two seem to crossover. However, there appears to be two silos around the state, i.e., the workforce silo and the economic development silo and they are not always connected. In examining some of the community audits, there appears to be information on career ladder mapping, clusters and in some instances a data dump that leads to little results in terms of changing a community. It is very static in that it's done once.



In a recent article by Brian Robinson, he pointed out that the WIA intertwines policy dilemmas with technology issues to make the laws good intentions a struggle to achieve. Mr. Robinson further stated that the goals for workforce development are a tailor made application for technology as Congress intended. But, in looking around the state and other regions, rarely is there an IT solution in the community audit. The presentation today is about an IT solution to the community audit. The model is query-based and its real time data. Its needs based in that the WIBs are all different. It includes a point gap analysis to see industry demand, workforce supply and how that would change over time and that is where the metrics are created.

Algorithms take the skills, the knowledge, and the abilities and bring them together on the industry side and the occupation side to identify occupations that are similar to each other if a community is trying to attract additional firms. It includes some occupational clusters in addition to industry clusters. The bottom line is it's an easy to use web based application called jobs equilibrium.com. This basically gives you a quick overview of the process used by the CEA model in terms of trying to attract an industry to a region and the occupations and the inventory needed. In terms of the metrics and creating goals, the software can show the supply of workers and particular occupations and the demand for workers and then forecast what those demands are expected to be.

A question was raised about the supply and demand gap analysis. Can that be done for all professions or all occupations, and will higher education be considered and the growth and demand of graduates in certain fields?

Dr. Chmura indicated that CEA had not worked that information directly into the model, but CEA has another product that brings together the opportunities that are available in a region in terms of education, but in context of the model she demonstrated. CEA has not brought into that supply and demand analysis, but that's a good point and that's something that could be examined in the future. Another question related to the basic source of the data in CEA's model and Dr. Chmura indicated that it was proprietary information, but that some of the data was census data. There was also a concern about cultural differences across the global divide. What do the community colleges and universities do to help workers deal with the cultural pressures of the global economy in their desire to be placed in growth occupational streams.

#### VIII. Administrative Update – Dolores Esser

The new Council website is <http://www.vaworkforcecouncil.com> and Council members were previously informed of that. The Committee portal can be accessed through this site and that's a good mesh of all of that work.

Regarding General Assembly action, there were quite a few unemployment insurance (UI) bills. There was a compromise on UI benefits. UI benefits at \$318/week are now at the max. The benefits decrease to \$316/week on July 1, 2003 and benefits will increase to \$326/week July 1, 2004. An alternative base period was agreed to for some of the clients of Welfare-to-Work and also for new entrants into the workforce like students who lose their job through no fault of their own. Also, for people receiving social security benefits, who also lose their job in Virginia, every other unemployment insurance dollar will be offset for every social security dollar that they had received. Social Security recipients will get a 50% offset on the social security. The other big action was a change in the Council statute and you have a two-page comparison of the major provisions in current and revised law.. The powers and duties of the

Council is quite a big policy change, which is something that a lot of the members have been asking for.

WIA reauthorization at the federal level is expected to occur this year. Major changes will be forthcoming. Congress is considering a block grant, although that keeps changing. It's possible that the WIA adult, dislocated worker and youth funds will combined with the Job Service and Wagner-Peyser monies. The House bill pushes more funds to the local level. The Senate hasn't begun consideration yet.

Virginia is waiting for the WIA state allocations. The US Department of Labor has said that the youth allocations will be provided in April. The adult and dislocated worker allocations would follow. While, this hampers planning, local allocations and budgets cannot be done until the state receives its allocation. Finally, there will be plans to hold a statewide conference for WIBs and one stops in the fall. Council members are asked to forward any suggestions for the conference to Ms. Esser.

A question was raised about advocating positions with regard to Virginia's Congressional Delegation and the WIA reauthorization. Secretary Schewel responded that the Governor and the Cabinet Secretaries are to meet with Virginia's Congressional Delegation on March 31, 2003. The WIA issues are some of Administration's priorities as well as the issue of devolving UI to the states, which is another topic that is before Congress, so the answer is yes.

Mr. Phibbs commented about the WIA Best Practices Forum hosted by the Continuous Improvement and Evaluation Committee on March 7, 2003. The outcomes and suggestions can lay the ground work for the conference in the fall.

Mr. Ferraro thanked Capital One and Marge Connelly for sponsoring the Council's reception at the National Association of Workforce Boards' Forum in Washington DC on March 3, 2003. Fifty conferees from Virginia attended the reception. In addition to Mr. Ferraro, Mr. Cannon and Dr. Rice attended the reception.

IX. Adjourn – Chair Daniels

Chair Daniels announced that members will receive information shortly about the June 4-5, 2003 strategic planning and business meetings to be held in Alexandria. The meeting was adjourned at noon.